

## Brandeis Sample Resumes

Explore the sample resumes created by the Hiatt Career Center staff to help you draft and highlight your professional experiences. You might want to start with the [First Professional Resume Student](#).

### **Arts**

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Acting Student  
Arts Administration Student  
Museum Student  
Theater Student

### **Business**

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Advertising Student  
BA/MA Student  
Business Student  
Consulting Student  
Finance Student  
General Business Student  
Human Resources Student  
Real Estate Student

### **Communication**

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Marketing Student  
Media/Publishing Student

### **Education, Law, Non-Profit, Social Services**

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Counseling Student  
Curriculum Vitae (CV) Student  
Education Student  
Law Student  
Non-Profit Student  
Politics/Government Student  
Religious Work Student

### **Science & Technology**

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Biology/Chemistry Research Student  
Computer Hardware Student  
Computer Science Student  
Environmental Services Student  
Neuroscience Research Student

## Experiences Examples

There are multiple ways to highlight skills, activities, and achievements on your resume. Below are some examples and suggestions about how they might appear.

Activities/Involvement	<u>p. 3, 6, 11</u>
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# FIRST PROFESSIONAL RESUME STUDENT

415 South Street, MBxxx, Waltham, MA | 123-456-7890 | student@brandeis.edu | linkedin.com/in/DeisStudent

## EDUCATION

**Brandeis University**, Waltham, MA Expected May 20xx  
Bachelor of Arts

**Highland High School**, Salt Lake City, UT May 20xx  
High School Diploma, with honors  
National Merit Scholar, National Honor Society

## HONORS

**Edsel Ford Scholarship for Innovation in Design**, Best Project, National Science Fair Mar 20xx  
**American Youth Leadership Conference**, Participant, San Francisco, CA Jun 20xx  
**Westinghouse Science Talent Search**, Finalist Jun 20xx

## EXPERIENCE

**Owner/Operator** Jun-Aug, 20xx-20xx

**Greener Yard Care Service**, Granger, UT

- Established eco-friendly yard service, selling door-to-door resulting in 4 new clients annually
- Hired and supervised 3 employees to mow and maintain lawns and gardens
- Netted \$1,200 after costs in three months with 100% return customers each summer

**Student Body President** Sep 20xx-May 20xx

**Highland High School**, Salt Lake City, UT

- Elected to represent interests of 400+ students at monthly faculty/administrator meetings
- Supervised heads of 6 student committees responsible for social, academic, and service activities and projects
- Led drive to raise \$5,000 to purchase new scoreboard for athletic fields

**Prom Committee Chair** Sep 20xx-Apr 20xx

**Highland High School**, Salt Lake City, UT

- Organized committee of 8 classmates to raise \$2,000 from local merchants to fund event
- Planned and executed successful evening with over 250 students in attendance

## INVOLVEMENT

**Brandeis University Drama Club**, Member Sep 20xx-present

**Brandeis University Women's Volleyball Team**, Member Sep 20xx-present

**Habitat for Humanity of Broward County**, Construction Volunteer Dec 20xx

**Highland High School Chess Club**, Social Committee Member Sep 20xx-Jun 20xx

## SKILLS

**Computer:** Windows, Microsoft Word & Excel, HTML, Java

**Language:** German (intermediate)

# ACTING STUDENT

123-456-7890 | actorstudent@brandeis.edu | Waltham, MA | portfolio.website.com

## SELECTED ROLES

### THEATER

#### Off Broadway Experience

Name of Play	Name of Character	Name of Theater
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#### Regional Experience

Name of Play	Name of Character	Name of Theater
Name of Play	Name of Character	Name of Theater

#### College Theater Experience

Name of Play	Name of Character	Name of University
Theater		
Name of Play	Name of Character	Name of University
Theater		
Name of Play	Name of Character	Name of University
Theater		

#### High School Theater Experience

Name of Play	Name of Character	Name of High School
Name of Play	Name of Character	Name of High School
Name of Play	Name of Character	Name of High School

## FILMS/INDUSTRIALS

Name of Film	Role	Production Company
Name of Film	Role	Production Company

## SPECIAL SKILLS

Dialects/Accents (British, German, Spanish); Classical Violin (8 years); Classical and Modern Dance (5 years); Stage Combat

## EDUCATION & TRAINING

### Brandeis University, Waltham, MA

BA in Theater Arts, Expected May 20xx

### Berkshire Theater Festival, Stockbridge, MA

Summer Performance Training Program with teachers: Sally Smith, Rick Wilson, June-August 20xx

### Sarah Lawrence London Theater Program, London, England

Study Abroad program in conjunction with the British American Drama Academy (BADA), Sep 20xx-May 20xx

# ARTS ADMINISTRATION STUDENT

415 South Street, Brandeis University, Waltham, MA | actorname@brandeis.edu | 123-456-7890

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts in Theater Arts

Expected May 20xx

Minors: French and Anthropology, GPA: 3.54, Dean's List

**Relevant Coursework:** Public Speaking: The Art of Oral Communication, Psychological Anthropology, Cultural Representations, Global Economy, Communications and Media Statistics

**Improv Den**, Chicago, IL

May-Jun 20xx

6-week intensive acting workshop; received academic credit toward degree

## EXPERIENCE

**Freelance Actor**, Waltham, MA & New York, NY

Sep 20xx-present

- Build client base through targeted on-line resources, personal website, and strategic networking
- Expanded social media marketing resulting in offers for roles in 2 independent films
- Secured leading roles in 2 student films, including an official film festival selection

**Theater Arts Department**, Brandeis University, Waltham, MA

Oct 20xx-present

Manager, Main Stage Facility

- Lead 3-person student team to manage large performance venue including ticketing, staffing, procurement and event logistics
- Liaise with faculty and administration to plan academic year schedule

**Bella Theater**, Paros, CA

Jun-Aug 20xx

Intern/Performer

- Assisted administrative team in production management and audience outreach
- Performed roles in 5 regional productions reviewed by state-wide media outlets

**Neutron Theater Company**, West City, CT

Jun-Aug 20xx

Intern

- Selected as one of 15 students to participate in prestigious theater training program at renowned summer festival
- Placed in rotations in stage technology, marketing and development offices
- Won supporting role in company's main stage summer production, devoting additional 25 hours a week to rehearsal and performance

## ACTIVITIES

**Ballroom Dancing Federation**, Founder and President

Sep 20xx-present

- Conceptualized and documented club mission, managed all aspects of application process to receive official club status and financial support
- Recruit members, manage budget, and organize events calendar including campus-wide competition raising over \$400 for Haitian relief efforts

**Brandeis Karate Dojo**, Member (Black Belt)

Aug 20xx-May 20xx

Competed and taught all levels in 35-student studio as life-long martial arts practitioner

## SKILLS

**Language:** French (advanced), Spanish (beginning)

**Computer:** Microsoft Word Suite, SASS, Dreamweaver, Excel

# MUSEUM STUDENT

artstudent@brandeis.edu | 781-123-4567 | 415 South Street, Brandeis University, Waltham, MA

## EDUCATION

**Brandeis University**, Waltham, MA

B.A. in Business and Fine Arts (Studio Art)

Expected May 20xx

Minor: Education

**Relevant courses:** Modern Art and Modern Culture, Inventing Tradition: Women as Artists, Women as Art, Secondary School: Theory into Practice Intermediate French

## MUSEUM EXPERIENCE

**Rose Art Museum**, Brandeis University, Waltham, MA

Sep 20xx-present

*Museum Guard*

- Greet visitors; answer questions regarding facility and collection; maintain security and safety

**Museum of Industry**, Waltham, MA

Aug-Dec 20xx

*Development Intern*

- Collaborated with chief development officer in outreach to potential donors
- Followed up with current donors by telephone during annual fund drive
- Contributed data analysis and editorial support to grant-writing project for major museum expansion initiative
- Planned logistics and budget for museum's fall open house

**The Children's Museum**, Boston, MA

May-Aug 20xx

*Volunteer*, Education Department

- Interacted with children and families visiting the museum's highly interactive Discovery Space
- Supervised special events for young visitors, including children's theater, storytelling and arts and crafts activities
- Met weekly with education staff to plan teaching/learning goals and programming for current exhibits

## ADDITIONAL EXPERIENCE

**Admissions Office**, Brandeis University, Waltham, MA

Sep 20xx-present

*Office Assistant*

- Provide information about university admissions process to prospective applicants in person and by telephone
- Manage database of inquiries and up date website resources pages
- Create data reports on applications for admissions committee
- Communicate extensively with public and on-campus audiences

**Camp Lakeview**, Greenplace, NY

Jun-Aug 20xx

*Head Arts Counselor*, Cabin Coordinator

- Planned, coordinated and taught arts and crafts curriculum for 40 campers aged 5-13 years
- Supervised two junior arts counselors, sharing techniques to engage young people with varying artistic abilities
- Maintained safe and collaborative living environment for diverse group of xx cabin mates

## INVOLVEMENT

**Waltham Group**, Brandeis University, Tutor

Jan 20xx-present

- Create supportive environment for preschool children to interact in educational and social activities

**Club Soccer**, Brandeis University, Player

Sep 20xx-May 20xx

- Devoted 15 hours a week to practice and play; campus champions, 20xx

## SKILLS

*Language:* French (conversational), Spanish (reading knowledge)

*Computer:* Microsoft Word, PowerPoint, Excel, Lotus, PhotoShop, TMS

# THEATER STUDENT

Waltham, MA | student@brandeis.edu | (123) 456-7890 | portfolio.website.com

## EDUCATION

Brandeis University, Waltham, MA  
Bachelor of Arts in Visual Culture  
Minor: Computer Science

May 20xx

### Independent Interdisciplinary Major (IIM), Brandeis University, Waltham, MA

- Designed robust course of study for individualized major in visual culture
- Researched trends and curricula for degree programs in US and international universities
- Created detailed proposal approved by committee of faculty and administrators

## REGIONAL THEATER EXPERIENCE – Production and Performance

Year	Role	Name of Play	Name of Ensemble
Year	Role	Name of Play	Name of Ensemble

## COLLEGE THEATER EXPERIENCE – Production and Performance

Year	Role	Name of Play	Name of Ensemble
Year	Role	Name of Play	Name of Ensemble

## HIGH SCHOOL THEATER EXPERIENCE – Production and Performance

Year	Role	Name of Play	Name of Ensemble
Year	Role	Name of Play	Name of Ensemble

## WORK EXPERIENCE

**Freelance Actor**, Waltham, MA and New York, NY Sep 20xx-present

- Build client base through targeted on-line resources, personal website, and strategic networking
- Expanded social media marketing resulting in offers for roles in 2 independent films
- Secured leading roles in 2 student films, including film festival selection

**Spingold Theater**, Brandeis University, Waltham, MA Aug 20xx-present

### **Lighting and Sound Assistant**

- Manage light and sound boards for performances and lectures in state-of-the-art main stage theater
- Collaborate and train with master technicians to design lighting and improve technical skills

**Camp for the Arts**, South Bend, IN Jun-Aug 20xx

### **Drama Teacher**

- Taught acting to over 75 children of varying ages and levels of experience
- Selected and edited scripts, designed sets, and coached student performers for end-of-summer stage production attended by families and local community

**Library and Technology Services**, Brandeis University, Waltham, MA Sep 20xx-May 20xx

### **Technician**

- Assisted campus computer users to resolve technical questions by phone and in person
- Maintained, installed, and repaired full line of audio-visual and instructional equipment in classrooms and presentation spaces

## TECHNICAL SKILLS

Dance (modern and improv), Accents, English and Spanish

# Advertising Student

415 South Street, MB 1234, Waltham, MA | 123-456-7890 | student@brandeis.edu

## EDUCATION

**B.A. in Business and Psychology**, May 20xx  
Brandeis University, Waltham, MA

**Relevant Coursework:** Consumer Behavior, Social Media and Advertising, and The Art of Visual Narrative

**Inbound Marketing Certification**, Feb 20xx  
HubSpot Academy

## SKILLS

**Social Media:** Facebook, LinkedIn, Instagram, Tumblr, Twitter, Pinterest, Snapchat

**Software:** Adobe Creative Suite (Photoshop, Premiere Pro, Aftereffects, InDesign); STATA; Microsoft Office Suite, Basic Java Programming, WordPress, Wix

## RELEVANT EXPERIENCE

**Communications Coordinator**, Brandeis University Mountain Club, Waltham, MA, Sep 20xx - Present

- Oversee communications for 30+ member campus club, cultivating students' connections to the natural world
- Create and design weekly newsletters distributed to students using Canva and Mailchimp
- Lead interactive campaigns and contests in social media platforms that engage students through relevant content about travel and the outdoors
- Manage cross-channel communication through Facebook, Instagram and TikTok to promote trips and events increasing followers by 32%

**Advertising Intern**, The Advertising Agency, Fairfield, CT, May 20xx – August 20xx

- Edited digital and print materials including brochures, blogs, scripts for commercials and voiceovers to assist clients in building brand recognition
- Created new articles for company blog while developing skills on blog and web design sites such as Wordpress and Wix
- Researched and compiled background information on key audience demographics and assisted creative team brainstorming copy ideas for clients including Dunkin Donuts and Liberty Mutual

**Marketing Group Member**, BMW Analysis Project, Brandeis University, Waltham, MA, March 20xx

- Collaborated with 3 team members on class project analyzing BMW's advertising campaign, examining the influences of digital marketing
- Created and drafted 2 viral marketing campaigns for BMW to increase international market penetration with key demographics
- Presented findings and recommended digital marketing initiatives, received an A on the project

## ADDITIONAL EXPERIENCE

**Office Assistant**, Admissions Office, Brandeis University, Waltham, MA, Sep 20xx-present

- Communicate extensively with public and on-campus audiences, providing information on university admissions process to prospective applicants in person and by telephone
- Manage database of prospective applicants' inquiries and update website resources
- Create reports on applications for admissions committee to review

## AWARDS

Beta Gamma Sigma, International Business Honor Society, Sep 20xx  
Hunter Garner Scholarship, Project Yellow Light, Jan 20xx



## BA/MA Student

415 South Street, Brandeis University, Waltham, MA | name@brandeis.edu | 123-456-7890

### EDUCATION

**Brandeis University International Business School**, Waltham, MA

Master of Arts in International Economics and Finance

Expected May 20xx

*American Leadership Award Scholarship*

**Brandeis University**, Waltham, MA

Bachelor of Arts

Expected May 20xx

Major: International and Global Studies (Specialization: Global Economy); Minor: Economics

*GPA 3.2/4.0 Dean's List*

**BA/MA Relevant Coursework:** Financial Accounting, Statistical Analysis of Economics, Financial Theory, Calculus, Global Economic Environment, Microeconomics, Economics of Globalization, Business in the Global Economy

### EXPERIENCE

**New England Mutual Financial Network**, Waltham, MA

August 20xx – present

*Financial Intern*

- Provide comprehensive financial management to individuals and businesses
- Meet with clients daily to review and assess needs
- Design customized financial infographics to be used in reports and presentations to clients
- Develop personal clientele base of 15+ potential investors

**Goldman Sachs – Legal Division, Business Intelligence Group (BIG)**, New York, NY

Jun – Aug 20xx

*Summer Analyst*

- Conducted due diligence regarding new firm initiatives, proposed M&As, and financing
- Identified issues pertaining to reputation and financial or legal risks
- Discussed and evaluated risks and proposed mitigating factors to go forward with deals

**Citigroup – Global Wealth Management Division**, London, England

June – July 20xx

*Research Analyst Intern*

- Collaborated with team of analysts on ventures in the PECM (Power, Energy, Chemical, Metals/Mining) industry
- Performed financial calculations on all 80 companies in the PECM UK Portfolio
- Tracked company finances and built monthly reports using Excel
- Created PowerPoint presentations for weekly conference call with PECM Mumbai division

**James Altucher**, New York, NY

June – August 20xx

Research Analyst Intern

*Hedge Fund Manager, RealMoney.com Commentator, & Author*

- Wrote weekly summaries of headline updates for internet stock portfolio published on RealMoney.com
- Researched daily movement of stocks and performed sum-of-the-parts analyses
- Reported synopsis of quarterly earnings and future forecasts for potential portfolio acquisitions

### LEADERSHIP

Brandeis University Varsity Volleyball, Member

Aug 20xx – Sep 20xx

- Balanced 18+ hour practice, training, competition, and travel schedule, at NCAA Division III level, in addition to academics
- Selected by teammates as squad leader for the 20xx season, assisting in training drills and coaching

### SKILLS

*Computer:* Excel, PowerPoint, Access, STATA, Bloomberg, Morningstar

*Language:* Intermediate Spanish

# Consulting Student

consulting@brandeis.edu • Waltham, MA • (123) 456-7890 • linkedin.com/in/DeisConsultant

## EDUCATION

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### Brandeis University, Waltham, MA

B.A. in Business and International Global Studies, Minor in Journalism

Expected May 20xx

GPA: 3.4/4.0

### Benjamin A. Gilman International Scholarship, Recipient

Nov 20xx

**Relevant Courses:** Leadership Internships in Social Impact Organizations, Business Analytics, The Global Economy, Marketing Management, Competitive Strategy, Democracy in the Internet Age, Econometrics

### Chinese University of Hong Kong, Hong Kong

Jan – May 20xx

Study Abroad, 12 hours of courses in business

## RELEVANT EXPERIENCE

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### Boston Consulting Group, Boston, MA

Jun – Aug 20xx

Employee Experience Intern

- Collaborate with Experience Team on knowledge management strategy and implementation to facilitate effective and efficient communication practices
- Supported internal microsites with a unified library of resources covering multiple practice areas, drafted Knowledge Based Articles and developed training material to assist client and consulting teams navigate resources
- Participated in weekly Scrum meetings to manage multiple on-going projects, tracked progress and training, lead onboarding for 3 additional team members

### Global Intelligence Alliance, Hong Kong

May – July 20xx

Case Team Assistant

- Analyzed working capital usage for a \$20B company across multiple business units to identify new value-creating opportunities in the payment collection process
- Identified multiple opportunities to unlock approximately \$4M in value, creating a 10-page summary report of findings

### Kantar Consulting, Boston, MA

Jun – Aug 20xx

Consulting Intern

- Conducted qualitative and quantitative research on “The Future of Deodorant” by analyzing sales data of popular brands such as Degree, Dove, and Gillette; prepared slide deck and presenting findings
- Created 5 surveys using Qualtrics to gauge the consumer demand and perception of Beyond Meats and other artificial meat brands; piloted surveys in-house for use with future clients

## LEADERSHIP

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### Brandeis TAMID, Waltham, MA

May 20xx – Present

Vice President of Consulting

- Supervise Consulting Executive Board by chairing meetings to discuss and create activities and events such as case competitions and networking opportunities for members
- Aid club President with strategic planning for the long-term success of the group by providing insight from club members through weekly updates

### Brandeis General Tutoring, Waltham, MA

Sep 20xx – May 20xx

Writing and Math Tutor

- Mentored groups and individual students in office hours to answer questions about specific course material and assignments
- Customized lesson plans for students based on individual progress and weekly assignments

## SKILLS

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**Coding:** R, Java, Python (Proficient); SQL, SPSS, Qualtrics (Intermediate); STATA (Beginner)

**Software:** Salesforce, Tableau, Microsoft Office (Proficient)

**Languages:** Spanish (Fluent) & Cantonese (Intermediate)

# FINANCE STUDENT

415 South Street, MB XXXX, Waltham, MA | (123) 456-7890 | FinStudent@brandeis.edu

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts, double major in Economics and Politics; minor in Business

Dec 20xx

**GPA: 3.65**, *Dean's List*

**Relevant Coursework:** Corporate Finance, Money and Banking, Financial Economics, Financial Accounting

**Berlin Brandenburg International School**, Berlin, Germany

International Baccalaureate Diploma

Jun 20xx

## SKILLS

**Computers:** DealMaven; FactSet; Venture Source; Capital IQ; LexisNexis; KLD; RDC; World Check; Factiva; McDonald Information Services; Accurint; MS Office: Microsoft Word, Excel, PowerPoint

**Languages:** German and Hebrew (fluent); French (conversational)

## RELEVANT FINANCE EXPERIENCE

**JPMorgan Chase & Co.**, New York, NY

Jun – Aug 20xx

*Summer Analyst in Private Equity; Private Fund Investments Group*

- Conducted due diligence on primary, secondary and co-investment opportunities
- Contributed to valuation and financial analysis of private equity portfolios and private companies
- Prepared screening and investment committee memos and due diligence materials for investment committee
- Gathered information to make investment decisions with different groups in the firm and contributed suggestions at the weekly investment committee meetings

**Goldman Sachs & Co.**, Shanghai, China

Jan – May 20xx

*Financial Analyst in Goldman Sachs Investment Management Division; Private Wealth Management*

- Analyzed data, conducted research, and developed statistical models for senior management and Private Client Services team
- Prepared presentations and performance reviews of client portfolios
- Translated financial statements and correspondence from English to Chinese

**Morgan Joseph & Co. Inc.**, Miami, FL

May – Aug 20xx

*Summer Intern; Assistant to Managing Director*

- Prepared analysis of M&A and private placement activity in Florida and the healthcare industry
- Researched Capital Markets and M&A activity and prepared a presentation, “Current Capital Markets Environment for Middle Market Companies” for managing director

## ADDITIONAL EXPERIENCE

**Brandeis University Economics Department**, Waltham, MA

Sep 20xx – present

Teacher Assistant for Financial Accounting (Spring 20xx) and Global Economics (Fall 20xx)

- Hold weekly office hours and recitations on class material as well as reviews for midterm and final exams
- Grade problem sets and students' final research papers

**Sodexo Corporation**, Waltham, MA

Aug 20xx – Dec 20xx

Server, Brandeis University Faculty Club

- Provided catering services for special events on Brandeis University campus

## INVOLVEMENT

**National Society of Collegiate Scholars – President** (20xx – present); VP for Community Service (20xx)

**Brandeis Business Club – President and Founder** (20xx – 20xx)

**Fortè Foundation network, 85 Broads women's network – Member** (20xx – 20xx)

**Brandeis Emerging Leaders Series Program – Completion with Excellence** (20xx)

## GENERAL BUSINESS STUDENT

MBxxx 415 South Street, Waltham, MA | business@brandeis.edu | 123-456-7890

### EDUCATION

Brandeis University, Waltham, MA

Bachelor of Arts in Economics

Expected May 20xx

Minors: Business and Mathematics

**Relevant courses:** Econometrics, Functions of a Capitalist Enterprise, Financial Accounting, Entrepreneurship, and Innovation

### SKILLS

*Microsoft Office:* Word, PowerPoint & Excel

*STATA:* Data Analysis and Statistical Software

### COURSE PROJECTS

**Financial Statement & Strategy Project**, Brandeis University, Waltham MA

May 20xx

*Team Member*

- Analyzed decreasing sales of Microsoft phones, examining balance sheets and cash flow statements
- Researched strategic actions to increase market share and profitability
- Recommended practical steps to profitability in 20+ page paper and presentation

### EXPERIENCE

**The Gromwell Group, LLC**, New York, NY

May-August 20xx

*Talent Acquisition Intern*

- Oversaw billing and payment for over 5000 clients
- Designed reports in Excel for monthly accounting audits to identify revenue sources and ensure accuracy
- Developed and relationships with recruiters, clients and vendors to better promote company's services and talent

**Healthy Habits Kitchen**, Wellesley, MA

May-August 20xx

*Office Assistant*

- Organized and maintained Excel file of company's expenditures and inventory of 200+ items
- Updated website with meal options and nutrition information on a monthly schedule
- Created and distributed client order checklists to improve efficiency of order processing

**AT&T**, Morristown, NJ

May-August 20xx

*Contractor*

- Examined up to 1,100 domestic and international communications contracts
- Assessed contracts; extracted and recorded relevant agreements, annexes, and memorandums
- Created and maintained inventory of contracts in Excel spreadsheet, categorized by customer service choices

### VOLUNTEER EXPERIENCE

**Waltham Group**, Brandeis University, Waltham, MA

August 20xx-Present

*Volunteer*

- Multiple volunteer experiences including visiting senior citizens in nursing homes weekly, collecting canned goods for donation, and tutoring high school students

**Sunrise Assisted Living**, Randolph, NJ

May-August 20xx

*Volunteer*

- Interacted with residents to stimulate conversation, assist with mobility and ensure comfort

# Human Resources Student

415 South Street, MB XXXX, Waltham, MA | HR@brandeis.edu | (123) 456-7890

## Education

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### Brandeis University, Waltham, MA

Bachelor of Arts in Business and Fine Arts, minor in Anthropology May 20xx  
*Relevant Coursework:* Organizational Behavior, Data Analytics, Leadership and Management, Financial Accounting, Marketing Research, International Banking and Finance

### King's College London, London, UK

Study Abroad January 20xx-June 20xx  
*Relevant Coursework:* International Economics and Trade, Organizational Psychology, The Psychology of Entrepreneurship

## Relevant Experience

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### Human Resources Associate Intern

New England Construction and Development, Boston, MA May 20xx - Sept 20xx

- Assisted HR staff in recruitment and onboarding for 5,000-person construction management firm
- Conducted audits on 300+ personnel files for quality assurance, filing personnel and medical information, and scanning employee files into online personnel files
- Supported training and development teams by developing and co-leading onboarding sessions for new staff
- Utilized Workday to help review applications, forward materials to recruiters, assisted in scheduling interviews and maintaining correspondence with applicants

### Human Resources Intern

Connected Home Care, Framingham, MA May 20xx - August 20xx

- Coordinated interview schedules and assisted in the hiring process by interviewing potential caregivers
- Maintained relevant and required data including employee profiles and payroll timesheets
- Managed background checks and I-9 verification processes

### Orientation Leader

Department of Orientation Brandeis University, Waltham, MA August 20xx

- Selected as one of 50 leaders from a pool of 200 applicants, participated in 40+ hours of training in team building, ethics and integrity, resources and diversity
- Guided group of 7 first-year students through a week of orientation activities
- Counseled new students and families on topics including college life, safety and academics
- Provided resources to first-year students, answered questions, and introduced new peers to Brandeis

## Additional Experience

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### Undergraduate Departmental Representative

Brandeis Undergraduate Business Program, Waltham, MA May 20xx - Present

- Selected to represent department at campus-wide functions and serve as liaison between department and students
- Developed 4 programs on academic and career topics, and provide departmental information for students

## SKILLS

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**Computer:** Microsoft Office, Google Drive, Adobe Photoshop, Workday, Taleo  
**Social Media and Technology:** Instagram, Facebook, LinkedIn, Slack, Zoom

## Real Estate Student Name

415 South Street, Waltham, MA | 123-456-7089 | student@brandeis.edu

### EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts in Business and Economics

May 20xx

*Relevant Courses:* Real Estate Finance, Asset Management, Financial Accounting, Marketing

### RELEVANT EXPERIENCE

**Field Project, Real Estate and Society Course**, Brandeis University, Waltham MA

*Team Member*

January 20xx – May 20xx

- Collaborated with 4 team members to identify potential Opportunity Zone for Boston-based multifamily development
- Evaluated acquisition by creating DCF models using ARGUS and Excel
- Performed competitive analysis on comparable sites, examined zoning ordinances and gathered rental comps data
- Collected and synthesized financial and operating information, utilized PowerPoint to deliver presentation of analysis and recommendations

**Douglas Elliman**, New York, NY

*Intern Agent*

June 20xx - August 20xx

- Compiled list of potential leads using database and community-specific market research, assisting the agency to secure 4 new clients over a 6-month period
- Analyzed market trends, conditions, and activities to advise clients and develop proposals
- Provided individualized follow-up, contributing to a 30% increase in repeat business and a 45% increase in personal referrals
- Developed relationships with banks, appraisers, mortgage lenders, and brokers to support agents' timely transaction goals

**Real Estate and Society Course**, Brandeis University, Waltham, MA

*Teaching Assistant*

January 20xx – May 20xx

- Conducted weekly office hours to provide students individualized instruction on class materials and case analysis
- Coordinated with professor to create quantitative tutorials such as discounted cash flow modeling, amortization tables, and sensitivity testing models

**Sotheby's International Realty**, New York, NY

*Real Estate Marketing Intern*

June 20xx - August 20xx

- Built prospect list for marketing campaign which resulted in three new listings for the team
- Conducted a targeted search to increase client base by analyzing data and cold calling for open house events
- Created 'Just Listed' graphics for the team's social media New Listings accounts

### ADDITIONAL EXPERIENCE

**Conference & Events Services**, Brandeis University, Waltham, MA

*Office Assistant*

October 20xx – May 20xx

- Supported 100+ internal and external campus events per semester
- Assisted in coordinating event booking, schedules, logistics, and billing for catering and equipment rental

### COMPUTER SKILLS

Moody's, Argus, Excel, R (intermediate), SQL (beginner), Stata (intermediate), Python (beginner)

# MARKETING STUDENT

415 South Street, Waltham, MA | 123-456-7089 | [student@brandeis.edu](mailto:student@brandeis.edu)

## EDUCATION

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**Brandeis University**, Waltham, MA  
Bachelor of Arts in Economics, May 20xx  
Minors in Business and Fine Arts (Studio) GPA: 3.58

**Princeton Summer in Ishikawa**, Kanazawa, Japan  
Intensive Japanese language study Jun-Jul 20xx

## SKILLS

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**Software:** Mac OS X, Microsoft Office applications, Adobe Creative Suite, web content management

**Social Media:** Tumblr, WordPress, Facebook, LinkedIn, YouTube, Twitter, Instagram, HootSuite, Google Analytics

## RELEVANT EXPERIENCE

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**Acceleration Partners (AP), Boston, MA** Sep 20xx-present  
*Social Media Intern*

- Manage and monitor AP's social media presence on LinkedIn, Facebook and Instagram
- Administer CEO's personal Twitter account to help grow followers by over 150% in three months
- Create and curate social media content (posts, photos, podcasts, blogs, downloadable content) to support company marketing objectives and initiatives
- Report on key metrics to Marketing Manager for end-of-month reporting

**Touchstone Research, Inc., Branford, CT** May 20xx-Aug 20xx  
*Market Research Intern*

- Used data-driven approach to help client companies develop products and target demographics
- Conducted quantitative and qualitative market research in an online and app-based setting
- Analyzed data, tested survey data for statistical significance, and synthesized data into recommendations for clients, advising on product development, product launches, and app development
- Recruited over 500 members to online community, expanding Touchstone's access to college-aged individuals

**CBS Boston, Boston, MA** Jun-Aug 20xx  
*Public Relations Intern*

- Wrote informational notices about upcoming events in Boston on CBS website
- Coordinated events and arranged speaking engagements for news talent
- Vetted, selected, and scheduled Public Service Announcements for on-air placement
- Supervised and trained three new interns

## LEADERSHIP

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**Brandeis University Varsity Women's Basketball** Aug 20xx-present  
*Point Guard, Squad Leader*

- Dedicate 18 hours per week to play and practice competing at NCAA Division III level
- Designed team logo and ordered apparel for players and coaching staff
- Communicate team and university values to prospective recruits
- Coach and mentor young players weekly at Waltham public schools with teammates

**Waltham Group, Brandeis University**, Waltham, MA Oct 20xx-present  
*Tutor*

- Meet weekly with elementary school children to enhance skills in math

# Media/Publishing Student

415 South Street, Waltham, MA • 123-456-7089 • [media@brandeis.edu](mailto:media@brandeis.edu) • [www.mediastudent.wordpress.com](http://www.mediastudent.wordpress.com)

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## EDUCATION

**B.A. in American Studies; Minor: Journalism**  
Brandeis University, Waltham, MA

Expected May 20xx

## HONORS AND AWARDS

Dean's List

Robert C. Byrd Honors Scholarship for promise of excellence in post-secondary education

20xx

## RESEARCH PAPERS

**New Directions in Social Media**, The New Media Landscape Course

May 20xx

**Women and Journalism in Malaysia**, Women and Gender in Society Course

January 20xx

## RELEVANT EXPERIENCE

**The Brandeis Hoot**, Brandeis University, Waltham, MA

September 20xx-present

*Co-Editor-in-Chief*

- Monitor all aspects of student-run weekly newspaper including content, funding requests and advertising
- Contribute to all sections; write and edit articles, conduct research, oversee layout and desktop publishing

**Rent The Runway**, New York, NY

January 20xx-present

*Content & Marketing Strategy Intern*

- Write detailed product descriptions for over 10,000 items on fashion website
- Develop strategic engagement, traffic and lead generation campaigns on Facebook, Twitter, Pinterest, and Instagram, monitor analytics to measure success and determine ideas for future growth
- Create content for and schedule social media postings; actively maintain channels daily
- Deliver final branding presentation to C-suite executive team

**The New Straits Times Newspaper**, Kuala Lumpur, Malaysia

June-August 20xx

*Intern*

- Reported on events and ongoing news stories in Kuala Lumpur and outlying areas, often going solo to cover stories
- Wrote and submitted at least one news- or feature-length article weekly

**Watch City News**, Brandeis University, Waltham, MA

September 20xx-May 20xx

*Editor*

- Transformed bi-monthly publication with low circulation to weekly four-page cultural insert in local newspaper
- Arranged complimentary ticket plan with local movie theater to encourage campus writers to review new films
- Developed new creative writing section to provide forum for student written work
- Recruited writers to cover fashion, music, movies and cultural events on campus and in the Boston area

## ADDITIONAL EXPERIENCE

**Mosaic Diversity Leadership Program**, Brandeis University, Waltham, MA

September 20xx-May 20xx

*Participant*

- Strengthened personal leadership skills and understanding of cultural differences

**The Putnam County Historical Society/Foundry School Museum**, Cold Spring, NY

June-August 20xx

*Museum Manager/Guard*

- Managed museum on Saturdays and Sundays, including opening, closing, admissions and administrative work
- Welcomed and oriented visitors to museum, maintained collections security, and sold merchandise

## SKILLS

**Computers:** PC and Mac platforms, MS Office, Adobe Premier, HTML, Flash

**Social Media:** Tumblr, WordPress, Twitter, Facebook, LinkedIn, YouTube, Snapchat, Pinterest

**Editorial & Design:** Wix, Canva, Adobe InDesign



## Counseling Student

415 South Street, Waltham, MA • 123-456-7089 • [xxxx@brandeis.edu](mailto:xxxx@brandeis.edu)

### EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts in Psychology and Art History

May 20xx

GPA: 3.65

**Temple University**, Philadelphia, PA

Coursework in Developmental Psychology

Sep 20xx-Dec 20xx

### RELEVANT EXPERIENCE

**Students Talking About Relationships**, Brandeis University, Waltham, MA

Sep 20xx-present

*Peer Counselor*

- Trained to listen and respond to students regarding romantic, peer, family and academic relationships
- Plan and implement student support programming in conjunction with Psychology Department
- Attend weekly meetings to publicize organization, recruit members and assess program effectiveness

**New Undergraduate Student Orientation**, Brandeis University, Waltham, MA

Aug 20xx

*Orientation Leader*

- Participated in 40+ hours of training in team building, ethics and integrity, resources and diversity
- Counseled new students and families on topics such as college life, safety and academics
- Offered resources to all first-years, answered questions, and introduced new peers to Brandeis
- Guided group of 7 first-year students through a week of orientation activities
- Selected as 1 of 50 students from a pool of 200 applicants

**Littlefeet Too! Preschool**, Randomville, NY

May-Jul 20xx, 20xx

*Summer Program Assistant Teacher*

- Engaged groups of 9 to xx children in conversation, play and learning
- Organized and implemented classroom activities for and ensured safety of children 3-5 years of age

### ADDITIONAL EXPERIENCE

**Merritt Bookstore Volume II**, Randomville, NY

Jan 20xx-Aug 20xx

*Part-time Operations Coordinator*

- Processed billing accounts of up to \$12,000 and sent monthly statements to customers
- Supervised monthly updates of bibliographic PROfiche data system
- Ordered up to \$1,000 worth of merchandise for organizations and individuals

### SKILLS

Proficient in Spanish

Knowledge of Microsoft Word, Excel, PowerPoint, Simplicity, PROfiche

# CURRICULUM VITAE (CV) STUDENT

linkedin.com/in/DeisEducation • portfolio.wordpress.com  
student@brandeis.edu • Waltham, MA • (123) 456-7890

## EDUCATION

**Brandeis University**, Waltham, MA  
Bachelor of Arts in Philosophy  
**Overall GPA: 3.3 | Major GPA: 3.8**

Expected May 20xx

**Universidad de Buenos Aires**, Buenos Aires, Argentina  
Coursework in Spanish language, Latin American history and culture

Sep-Dec 20xx

## HONORS AND AWARDS

- Dean's Award Scholarship for academic merit, Brandeis University, 20xx-present
- World of Work grant, Brandeis University, \$3500 award to pursue unpaid summer internship, 20xx

## COURSE WORK

Healthcare in America, Global Perspectives on Justice, Women and Children  
Education and Human Rights, Latin American Social Movements, Advanced Spanish

## RELEVANT COURSE RESEARCH PAPERS

**Promoting Good Health: 1917-2017**, a review of changes and major trends in U.S. hospital services (Healthcare in America, January 20xx)

**Pre-school Education in Argentina**, a study of three urban early childhood programs, including in-depth interviews with teachers, students, and families (Education and Rights, May, 20xx)

## EDUCATIONAL ADMINISTRATION

**Community TODAY**, Boston, MA  
Project Intern

Sep 20xx-present

- Track participant test scores and satisfaction ratings to assess effectiveness of bilingual (Spanish-English) instruction program in urban elementary classrooms
- Present summary of data at weekly meetings with project leaders and school representatives
- Visit classrooms to supplement quantitative findings with qualitative information from on-site observation and interviews

**Admissions Office**, Brandeis University, Waltham, MA  
Office Assistant

Sep 20xx-May 20xx

- Responded efficiently and professionally to public inquiries about admissions procedures
- Managed appointment schedule for four interviewers and administrators
- Provided support such as web-based and archival research on special projects as needed

## RESEARCH EXPERIENCE

**Department of Education**, Commonwealth of Massachusetts, Boston, MA  
Research Intern

Jun-Aug 20xx

- Served as co-liaison with focus groups to determine residents' concerns about public school systems' administration, testing requirements and resources
- Created 120-page report and delivered presentation to government officials based on focus group data and interviews
- Maintained large database of state-wide school testing results, analyzed data and ran reports as needed to support supervisor's work with educators and legislators

**TEACHING EXPERIENCE**

**Waltham Group**, Brandeis University, Waltham, MA Jan 20xx-present  
After-school Sports Aide

- Lead 20 middle school students in athletic activities
- Teach game rules and appropriate codes of conduct and sportsmanship

**Self-employed**, Waltham, MA May-Aug 20xx  
Tutor

- Instructed children aged 6 to 12 in beginning to advanced Spanish language
- Created curriculum and exercises complementary to Commonwealth of Massachusetts classroom requirements
- Built client base through personal website and word-of-mouth

**LEADERSHIP**

**New Undergraduate Student Orientation**, Brandeis University, Waltham, MA Aug 20xx  
Orientation Leader

- Selected as one of 50 leaders from a pool of 200 applicants, participated in 40+ hours of training in team building, ethics and integrity, resources and diversity
- Guided group of 7 first-year students through a week of orientation activities
- Counseled new students and families on topics including college life, safety and academics
- Provided resources to first-year students, answered questions, and introduced new peers to Brandeis

**Queer Resource Center**, Brandeis University, Waltham, MA Jan – May 20xx  
General Staff

- Supported students during weekly office hours on topics related to the intersection of gender and sexuality with religion, relationships, substance abuse and the law
- Presented diversity education programs to 200+ first-year students

**PRESENTATIONS & PUBLICATIONS**

Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (Year, Month Day). *Title of contribution* [Description of contribution]. Title of Symposium/Conference, Location.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical, volume number(issue number), pages. <https://doi.org/xx.xxx/yyyy>

**SKILLS**

*Language*: Proficient in Spanish

*Computer*: Strong computer skills in Microsoft Word, SAS, PowerPoint, Excel, Lotus

**PROFESSIONAL AFFILIATIONS**

American Philosophy Association, Member 20xx-present

# EDUCATION STUDENT

Waltham, MA | student@brandeis.edu | 123-456-7890

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts in Sociology

Expected May 20xx

Minors: Education Studies, Near Eastern and Judaic Studies

**Related Coursework:** Secondary Curriculum Instruction and Assessment, Education and Social Policy, Critical Perspectives in Urban Education

## EDUCATION COURSEWORK RESEARCH PROJECTS

**The Anti-Bullying Project, Does It Go Far Enough?** Education and Social Policy Course Feb 20xx

- Researched effectiveness of the US Anti-Bullying Project through literature review and informational interviews with the Massachusetts Department of Education
- Analyzed research and integrated informational interviews and conclusions in 30-page paper and presented to faculty and peers

## TEACHING CREDENTIALS

**Massachusetts Tests for Educator Licensure (MTEL)**

Expected May 20xx

**Moderate Special Needs Certificate**

Expected May 20xx

**First Aid/CPR certified**

Sep 20xx

**Concussion certified, Heads Up online training**

Jun 20xx

## CLASSROOM TECHNOLOGY

Devices: Elmo, SmartBoard, iClicker, graphing calculator

Software: Adobe Creative Cloud, TI-Nspire

Grading: Praxi, Gradebook Wizard

## EDUCATOR TRAINING EXPERIENCE

**Pre-Practicum Experiences**, Brandeis University, Waltham, MA

Sept 20xx

**5th Grade Science**, Kehillah Schechter Academy, Norwood, MA

Sep - Dec 20xx

**3rd Grade Reading**, Eliot Elementary School, Boston, MA

Jan - May 20xx

- Observed teaching methods and classroom management skills
- Created interactive lesson plans supported by pre and post assessments, in collaboration with cooperating teacher
- Taught hands-on inquiry science lesson on starfish using the cooperative structure, think-pair-share

## ADDITIONAL TEACHING EXPERIENCE

**Har Zion Temple**, Penn Valley, PA

*Senior Camp Counselor*

Jun - Aug 20xx & 20xx

- Mentored and led groups of preschoolers (aged 3 to 5 years) in academic and recreational activities
- Communicated camp news to parents via newsletter and open houses

*Special Needs Teaching Assistant*

Jun - Aug 20xx

- Assisted teaching a class of 7 students about religious holidays, values and traditions

Education Student p.2

**Bryn Mawr Presbyterian Church**, Bryn Mawr, PA

May - Sep 20xx

*Substitute Shadow*

- Guided and assisted four-year-old diagnosed with autism in mainstreamed preschool classroom

### **ADDITIONAL EXPERIENCE**

**WGBH Public Television**, Boston, MA

May - Jul 20xx

*Educational Productions Intern*

- Assisted in planning inaugural Summer Science Education Forum hosting xx national PBS stations and educational partners
- Performed maintenance and xml coding on national scale public television database for educators: [www.teachersdomain.org](http://www.teachersdomain.org)
- Organized and compiled legal clearances for an online media collection about civil rights

**Please Touch Museum**, Philadelphia, PA

Jun - Sep 20xx

*Community Services Intern*

- Organized and updated mobile exhibits for Montessori-based interactive museum
- Presented and interpreted exhibits and facilitated play at parenting workshops

### **ACTIVITIES**

**Peers Educating about Responsible Choices**, Brandeis University, Waltham, MA Sep 20xx - present

*Publicity Chair*

- Present and moderate residence hall workshops educating students about effects and consequences of drug and alcohol use with a “just say no” approach

**Brandeis University Theater Arts Department**, Waltham, MA

Oct 20xx-present

*Main Stage Manager*

- Lead 3-person student team to manage large performance venue including ticketing, staffing, procurement and event logistics
- Coordinate with faculty and administrators to plan academic year schedule

### **SKILLS**

Language: Italian (fluent), Spanish (intermediate), Hebrew (conversational)

Computer: Microsoft Word, TMS, Dreamweaver, PowerPoint, Excel, Lotus

## LAW STUDENT

415 South Street, MB xxxx  
Waltham, MA 02454

123-456-7890  
student@brandeis.edu

### EDUCATION

**Brandeis University**, Waltham, MA  
Major in Politics and Psychology  
Minor in Legal Studies

Expected May 20xx

**Relevant Courses:** Administrative Law, Constitutional Law, Topics in Law and Political Theory, Legal Foundations of American Capitalism, Power and Violence

### EXPERIENCE

**Greater Boston Legal Services**, Boston, MA

Aug 20xx - Present

*Legal Intern*

- Advocate for clients who are losing housing or need access to municipal and state services
- Research housing laws and case law to aid in specific cases
- Draft continuances, motions, affidavits, and other legal documents

**Law Offices of Robert Brady**, East Providence, RI

Jun20xx - Aug 20xx

*Summer Intern*

- Researched Rhode Island case law and statutes applicable to client cases
- Studied client files and organized materials for Requests for Production and Medical Affidavits
- Created arbitration binders for use in court-annexed arbitration

**Rhode Island Superior Court**, Providence, RI

May 20xx - Aug 20xx

*Law Clerk for Judge Judith Savage*

- Drafted letters and briefs based on legal research for pending cases
- Researched probate law, liability, state drug and alcohol statutes; composed memoranda synthesizing findings
- Observed cases both in court room and in judge's chambers with counsel

**Agency for International Development**, Washington, DC

May 20xx - Aug 20xx

*Intern, Office of Conflict Management and Mitigation, Bureau for Democracy*

- Edited internal and external reports fulfilling agency requirements to assess effectiveness of programs managing causes and consequences of conflict worldwide
- Generated office correspondence and tracked agency products/deliverables as member of 3-person team
- Collaborated with Technical Team member to provide scheduling and data support to project assessing countries at risk for conflict, instability, and violent extremism

### CAMPUS LEADERSHIP

**Politics Department**, Brandeis University, Waltham, MA

Sep 20xx - Present

*Undergraduate Department Representative*

- Serve as liaison between politics department faculty and students
- Develop programs of interest and provide departmental information for majors

### SKILLS & CERTIFICATIONS

Computer: LexisNexis, CaseMap, Westlaw Research, Microsoft Word, Excel and PowerPoint

Language: Proficient in Spanish

Certificate: Certified EMT, Commonwealth of Massachusetts

## NON-PROFIT STUDENT

linkedin.com/in/DeisSocialGood • student@brandeis.edu • Waltham, MA • (123) 456-7890

### EDUCATION

**Brandeis University**, Waltham, MA

BA in Politics and International Global Studies; Minor in Legal Studies

Expected May 20xx

**Senior Honors Thesis:** "Communities Working Together," a study of the collaboration of five urban groups in Boston to identify and advocate for needed neighborhood services, adviser: Prof. A. Smith

### RELEVANT EXPERIENCE

**Human Rights Campaign**, Washington, DC

Jun 20xx – present

*Board Relations Intern*

- Compile and edit contributions to Annual Report for nation's largest LGBTQ+ rights organization
- Plan board conferences, including securing speakers and researching venues
- Manage official correspondence between Board of Directors and Board of Governors

**Gay & Lesbian Advocates & Defenders**, Boston, MA

Jun – Aug 20xx

*Special Events Intern*

- Organized annual fundraising gala with 1000+ attendees for public interest legal rights organization
- Coordinated mass mailings and telephone bank to secure support from businesses and civic organizations
- Procured over \$5000 in auction items through direct appeal and donor stewardship
- Managed Excel databases of donor information and event details
- Provided on-site assistance for gala; delegated tasks to 20 volunteers and oversaw room set up

**Queer Resource Center**, Waltham, MA

Jan – May 20xx

*General Staff*

- Provided resources to students during weekly office hours on topics related to the intersection of gender and sexuality with religion, relationships, substance abuse and the law
- Presented diversity education programs to 200+ first-year students

**Triskelion (GLBTQSA Alliance)**, Waltham, MA

Oct 20xx – May 20xx

*General Coordinator*

- Developed policy manual to improve outreach, activism and education on campus
- Facilitated weekly club and e-board meetings for 40+ people
- Renewed alumni connections through email and video campaigns to enhance student-alumni networking and support
- Oversaw many successful events ranging from dances and speakers to protests and policy change

**Smith for Mayor Campaign**, San Antonio, TX

Aug 20xx – Jun 20xx

*Intern/Volunteer Coordinator*

- Mapped walking routes using GIS software to assist campaign canvassers
- Contacted local diversity center and high schools to encourage young voter support

### ADDITIONAL EXPERIENCE

**Sociology Department**, Brandeis University, Waltham, MA

Jan 20xx – present

*Research Assistant*

- Conduct research on social policy, religion and race to support professor's research area
- Identify and code themes in compiled fieldwork and interview transcripts for forthcoming book

**Men's Baseball**, Brandeis University, Waltham, MA

Sep 20xx – present

*Co-captain*

- Balanced 18+ hour practice, training, competition, and travel schedule at NCAA Division III level,
- Selected by teammates as squad leader for the 20xx season; plan training drills and motivate teammates

# Politics/Government Student

Waltham, MA 02453 | politics@brandeis.edu | (123) 456-7890 | linkedin.com/in/DeisPolitics

## EDUCATION

### **Bachelor of Arts in Politics**

Brandeis University, Waltham, MA

May 20xx

Cumulative GPA: 3.9/4.0, Presidential Scholar, Posse Scholar

**Relevant Coursework:** Introduction to Political Theory, Introduction to American Government, Comparative Politics, Civil Rights and Civil Liberties, Constitutional Law, Business Law

### **CIEE Study Abroad**

Yonsei University, Seoul, South Korea

August-December 20xx

**Courses:** International Relations in East Asia, Security and Social Media in South Korea, Intensive Korean Language 2, Cosmopolitanism and its Critics

## **AWARDS**

### **Outstanding Teen Volunteer for Texas League for Planned Parenthood**

March 20xx

*Chosen to speak at the Texas League for Planned Parenthood 2018 annual gala*

## EXPERIENCE

**United States Department of Labor, Boston, MA**

May - Present

### ***Data Analyst and Policy Intern***

- Compiled data and statistics on non-traditional apprenticeship programs and occupational licensure
- Briefed staff biweekly on current events and issues pertaining to wage inequality, work conditions and immigrant adversity
- Attended legislative hearings and interagency workgroups to understand regional constituent concerns and provide information on department's mission

**ActBlue, Somerville, MA**

August 20xx – May 20xx

### ***Intern***

- Communicated with 50+ donors per week via email, coordinating with Customer Services
- Assisted in donor response, check printing, reimbursements, and research projects for the Partnerships department

**Texas State Senator's Office, Austin, TX**

### ***Constituent Services Intern***

May 20xx – June 20xx

- Responded efficiently to constituent inquiries, answering letters and phone calls and filing them appropriately
- Managed and updated constituent case files and drafted correspondence
- Researched and wrote policy memos on gun rights and police reform

## CAMPUS LEADERSHIP

**Department of Student Rights and Community Standards, Brandeis University, Waltham, MA**

Student Conduct Board Member

August 20xx- Present

- Educate the University about the Brandeis codes of conduct and personally advise students who are either victims or perpetrators of conduct violations
- Attend training sessions on diversity, sexual assault awareness, and conflict resolution
- Adjudicate alleged violations of University policy and impose sanctions when appropriate

## COMPUTER SKILLS

Microsoft Office, Microsoft Excel, Microsoft PowerPoint, Google Drive, Google Sheets, Lexis-Nexis, EBSCO database, Adobe Photoshop, Adobe Illustrator, iMovie, Canva, Trello, Slack



## Religious Work Student

415 South St. Waltham, MA | [religion@brandeis.edu](mailto:religion@brandeis.edu) | 123-456-7890.

### EDUCATION

#### Brandeis University, Waltham MA

Bachelor of Arts in Near Eastern and Judaic Studies; minor in Hebrew, May 20xx

Relevant Coursework: Advanced Intermediate Hebrew (Israeli Culture & Media), Biblical Hebrew Practicum, Sociology of Religion, Religion Identity & Conflict

### EXPERIENCE

#### Christianity and Antisemitism Thesis, Brandeis University, Waltham, MA

August 20xx – May 20xx

Researcher

- Conducted independent research under faculty supervision as part of senior thesis project titled, “Christianity and Antisemitism: An evaluation of Rosemary Ruether's faith and fratricide”
- Researched and analyzed over 50 individuals’ source materials and original texts, reviewing themes and synthesizing results
- Wrote 80-page thesis of original work and connected themes of historical and modern instances of Christianity and Antisemitism
- Defended thesis in front of committee and received High Honors

#### Yeshiva Ohr High School, Chestnut Hill, MA

September 20xx - June 20xx

Assistant Teacher

- Collaborated with master teacher on a year-long religious philosophy course for 25 5<sup>th</sup> grade students
- Translated lesson plans into experiential activities and created materials supporting a range of student learning styles and abilities
- Organized and maintained accurate Commonwealth-compliant subject, grading, and reporting records on student activities, achievement and attendance
- Selected and requisitioned books, instructional aids, and other supplies and equipment and maintained inventory records

#### Riverview Village, Oakwood, MA

June - August 20xx

Elder Companion Volunteer

- Supported 20 residents of hospice community through conversation and aid with daily needs
- Assisted recreation coordinator to offer music, arts and movement activities
- Shared observations on residents’ concerns with director and skilled care staff

#### Brandeis Hillel, Brandeis University, Waltham, MA

October 20xx – May 20xx

Communication Coordinator

- Collaborated with 8 other board members to develop Jewish programming for the Brandeis community
- Compiled Jewish social and cultural events to send in a weekly email to a listserv of over 2,000 people

#### Congregation Shalom, Short Hills, NJ

May – August 20xx

Volunteer

- Updated and transferred 200+ paper memorial records into new online congregant database
- Supported administrative assistant with daily tasks, answering phone calls and responding to inquires

### SKILLS

**Language:** Hebrew (advanced intermediate)

**Computers/Technology:** Microsoft Office, SPSS, Adobe InDesign, Adobe Photoshop, WordPress, Social Media

## BIOLOGY/CHEMISTRY RESEARCH STUDENT

MBxx 415 South St., Waltham, MA 02454 | research@brandeis.edu | 123-456-7890

### Education

**Brandeis University**, Waltham, MA

B.A. in Biology, minors in Chemistry and Business

Expected Dec 20xx

**GPA: 3.55**, Dean's List

### Relevant Courses:

Cellular Structure and Function & Lab

Biochemistry

Biological Statistics

Environmental Chemistry

Genetics and Molecular Biology & Lab

Human Physiology

Human Anatomy & Lab

Organic Chemistry & Lab

### Laboratory Techniques and Computer Skills

- Bacterial transformation, mutagenesis, complementation, genetic mapping, restriction mapping, polymerase chain reaction, and microscopy
- Use and analysis of chromatography, MR, UV, IR, and mass spectroscopy
- Preparation, synthesis, and purification of a wide range of organic compounds
- SPSS, Microsoft Word, Excel, Access, Explorer

### Certifications

Boston-Consortium Chemical Hygiene Training & Environmental Health and Safety Training

Mar 20xx

### Research Experience

**Gxxxxx Laboratory**, Brandeis University, Waltham, MA

Sep 20xx-present

*Drosophila Melanogaster Neurobiology Lab Assistant*

- Ensure the survival and maintenance of thousands of genetic strains of Drosophila
- Trained in autoclaving and the use and transportation of liquid chemicals and gaseous compounds
- Create detailed data reports to share with research team at weekly progress meetings

**Lxxxx Laboratory**, Brandeis University, Waltham, MA

Oct 20xx-May 20xx

*Escherichia coli DNA Research Lab Assistant*

- Retrieved, handled, reproduced, and shipped E. coli strains to support research into mechanisms by which cells preserve genetic information
- Practiced sterile techniques and microbial culture production to determine viable counts of bacteria
- Created and mixed nutrients for pouring plates and liquid media to explore cellular nutrition

### Additional Experience

**DJ Start-Up Business**, Waltham, MA

Jun 20xx-present

*Disc Jockey, Entrepreneur*

- Invested \$1300 in equipment; recovered expenses and created profitable business in six months
- Work night shifts and long weekends for large venues, over 20 events a year
- Coordinate and manage logistics with professional event planners to help develop events and themes

**Clubs for Children**, Boston, MA

Jul 20xx-May 20xx

*Marketing Consultant*

- Promoted services and special events for children and families through website and social networking sites
- Liaised with local media outlets to arrange feature stories, interviews, and organizational profiles

# Computer Hardware Student Resume

Waltham, MA | [student@brandeis.edu](mailto:student@brandeis.edu) | 123-456-7890 | [github.com/DeisStudent](https://github.com/DeisStudent)

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Science in Computer Science, Minors in Mathematics and History

Expected May 20xx

*Selected Courses:* Operating Systems, Data Structures and the Fundamentals of Computing, Autonomous Robotics

## TECHNICAL SKILLS

**Hardware:** Network configuration, WAN/LAN and routers, Security systems, Cloud management

**Programming:** Java, R, Matlab, SPSS, STATA, Python, Eclipse, Junit, PyUnit

**Systems:** Microsoft OS, Mac OS, and Microsoft Office Applications

## RELEVANT EXPERIENCE

**Information Technology Services**, Brandeis University, Waltham, MA

Sep 20xx-Present

*Level 2 Help Desk Consultant*

- Assist students and faculty with software and hardware issues, performing 15+ repairs per week
- Provide support for University applications including Workday, LATTE, JunosPulse and resolve Operating Systems and data backup issues using KACE, DROBO, and boot operations
- Consult on technical issue across campus, staffing university help line

**Brandeis Robotics Club**, Brandeis University, Waltham, MA

Sep 20xx-Present

*Captain*

- Coordinated weekly robotics workshops for 20+ students including soldering training, and 3D printing training
- Secured \$1,500 in funding and managed budgets for equipment, repairs, and educational events
- Collaborated with 3 team members to design and compete in regional robotics competition, designed robotic control system, and received 4<sup>th</sup> place

**MathWorks**, Natick, MA

Jun 20xx-Aug 20xx

*Desktop Support Intern*

- Installed and troubleshot software packages across 1,500-person office on Mac and Windows OS machines
- Provided technical support to customers via email and cataloged inventory of customer requests into help system
- Reconfigured desktops and network equipment to increase functionality and addressed performance issues

## PROJECT EXPERIENCE

**Operating Systems**, Brandeis University, Waltham, MA

Aug 20xx-Dec 20xx

- Implemented a basic unix command shell and adapted it to build a concurrent unix command shell using Java with Java Threads for users to be able to process both foreground and background commands.

**Statistical Approaches to NLP**, Brandeis University, Waltham, MA

Jan 20xx-May 20xx

- Created three deep learning models (LSTM, LSTM with Char CNN, and LSTM-CRF) to find the accuracy of the POS tag assigned in the training data from the Penn TreeBank

## LEADERSHIP

**Girls Who Code**, New York, NY

May 20xx-Aug 20xx

*Teaching Assistant*

- Led activities to stimulate student interest in coding and computational thinking
- Provided individual and group support to students on coding projects
- Collaborated with head teacher to review lesson plans and establish productive and engaging environment
- Tutored students to reinforce their understanding of concepts and functions discussed during class time

**Computer Science Department**, Brandeis University, Waltham, MA

Sep 20xx-May 202xx

*Undergraduate Department Representative*

- Facilitate discussion and events centered around innovation and computer science, between faculty and students
- Supported and helped run Brandeis' Codestellation Hackathon

# Computer Science Student

cstudent@brandeis.edu | (124) 456-7890 | linkd.in/coscistudent | Waltham, MA 02454

## EDUCATION

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**Brandeis University**, Waltham, MA

B.S. in Computer Science and Business

Expected May 20xx

GPA: 3.5 (Dean's list for 4 semesters)

Relevant Coursework: Web Application Programming, Discrete Mathematics, Data Structures, Spoken Dialog Design, Software Entrepreneurship, Computation, Operating Systems

## SKILLS

---

**Programming:** Java, Maven, AngularJS, Java-script, Mongo Database, NodeJS, Express, Restful API's, Ruby, Gherkin/Cucumber, HTML, CSS, Github, Scheme, Subversion

**Software:** Eclipse, RubyMine, Microsoft Office, Excel, Autodesk

**Operating Systems:** Windows, Linux Ubuntu (certificate of experience with Linux)

## WORK EXPERIENCE

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**Software Engineering Intern**, Capital One, Richmond, VA

June 20xx – August 20xx

- Developed web-applications in Java that assembles and conditions data for scheduled integration, system, and performance testing of credit card services; automated process that previously took weeks to complete
- Built Ruby project to run a series of tests on the customer acquisitions platform for integration testing purposes
- Implemented the ATDD (Acceptance Test Driven Development) ideology by frequently constructing Ruby tests with the Gherkin/Cucumber framework to test the web application
- Frameworks: Java (Maven Project), Restful API's, MongoDB, AngularJS, Ruby, Gherkin/Cucumber (testing)

**Supply Chain Logistics Intern**, Signify, Bridgewater, NJ

June 20xx – Aug 20xx

- Automated twelve key performance indicator metrics from an excel sheet by creating tables and visuals on a dashboard by applying the tools Snowflake and Power Bi for the End to End Performance Team
- Participated in creating a code that helps warehouses in sorting LTL shipment and determine how many pallets to stack together
- Learned different tools like Microsoft Azure and Amazon S3 cloud storage to help with continuous data loading for faster connection to Snowflake

## PROJECT EXPERIENCE

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**Data Management for Data Science**, Brandeis University, Waltham, MA

Aug 20xx – Dec 20xx

- Cleaned data using the python re.package, configure entity resolution with the record-linkage package and process data with one-hot encoding
- Trained, tested, and validated data based on different Machine Learning algorithms (decision tree, K-nearest neighbors) and evaluate their performance using F1 score from Confusion Matrix

**Unsupervised Learning and Data Mining**, Brandeis University, Waltham, MA

Jan 20xx – May 20xx

- Implemented K-means clustering algorithm using built in python packages with two different types of initializations and compared the results the algorithm's implementation with Scipy packages

**Operating Systems, Brandeis University**, Waltham, MA

Aug 20xx - Dec 20xx

- Implemented a basic unix command shell and then adapted it to build a concurrent unix command shell using Java with Java Threads for users to be able to process both foreground and background commands.

## LEADERSHIP EXPERIENCE

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**Captain**, Brandeis Robotics Club, Brandeis University, Waltham, MA

Sep 20xx-Present

- Coordinated weekly robotics workshops for 20+ students including soldering training, and 3D printing training

# Environmental Services Student

415 South Street, Waltham, MA 025453 | 123-456-7890 | [ENVS@brandeis.edu](mailto:ENVS@brandeis.edu)

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Science in Environmental Studies, minor in Legal Studies

May 20xx

GPA: 3.7; Dean's List (all semesters)

*Relevant Coursework:* Fundamentals of Environmental Challenges, Applied Geographic Information Systems, Conservation Biology, Evolution and Biodiversity

## RELEVANT EXPERIENCE

**Office of Sustainability**, Brandeis University, Waltham, MA

Aug 20xx – present

*Sustainability Ambassador*

- Partner with multiple campus clubs to plan large-scale ecologically themed events
- Manage all aspects of campus Green Office and Green Room Certification Programs, educating departments and residence halls on institutional sustainability practices
- Present to groups of 10-45 peers on concrete ways to reduce personal carbon footprint

**Nkonzo Wildlife Research Center**, Mossel Bay, South Africa

May – Jul 20xx

*Wildlife Research and Conservation Intern*

- Collected field data on water quality and sea life diversity through sampling, dives and remote sensing techniques
- Organized data from past conservation research reports to create comprehensive review of organization's progress to date for comparison with regional advances
- Received instruction on conservation biology, animal behavior, ethics and wildlife tourism from center's staff of scientists

## LEADERSHIP EXPERIENCE

**Students for Environmental Action**, Brandeis University, Waltham, MA

Jan 20xx – Dec 20xx

*Vice President*

- Planned agenda and led weekly meetings for 35 members to share information, select priority topics and develop action steps/projects
- Co-led Brandeis Divestment Week events, including 4 educational and experiential events to promote fossil fuel divestment
- Assisted marketing team to create messaging on latest club sustainability initiatives

## INVOLVEMENT

**Brandeis Volleyball Club**, Member

Sep 20xx - present

**Brandeis Korean Student Association**, Member

Jan 20xx - present

**Up the Octave**, Member

Sep 20xx - present

## SKILLS

**Environment:** Environmental Impact Assessment, basic habitat management

**Computer:** Microsoft Word, Excel, PowerPoint, GIS, GPS, R, database management

**Language:** Spanish (advanced)

# NEUROSCIENCE RESEARCH STUDENT

Waltham, MA  
(124) 456-7890

student@brandeis.edu  
linkd.in/student

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## PROFILE

Skilled laboratory technician exploring research and development opportunities in neuroscience. Experience working with human and animal subjects in clinical and medical environments

## EDUCATION

**Brandeis University**, Waltham, MA  
B.S in Neuroscience and Biology

Expected May 20xx

Relevant Course Work: Behavioral Neuroscience, Cognitive Neuroscience, Human Memory, Principles of Neuroscience, Psychology Statistics, Social Psychology

## LABORATORY SKILLS

- Research tools: Tobii eye-tracker, Matlab, autoclaving device
- Familiar with IRB review process
- Create and test yeast and bacterial plates
- Adhere to research and safety protocols

## EXPERIENCE

**Psychology and Statistics Laboratory**, Brandeis University, Waltham, MA  
*Research Assistant*, Professor Brian Wilson, PI

Aug 20xx-present

- Research unconscious learning by extracting statistical regularities of unknown visual scenes
- Test human subjects to collect visual and learning data, supplementing with eye-tracker data
- Train and head-fix rats and observe visual learning in animals

**Foundation for International Medical Relief of Children**, Brandeis University, Waltham, MA  
*President, Secretary*

Sep 20xx-present

- Oversee club members' execution of program responsibilities, keep in contact with national chapters
- Spread awareness of club's mission through student-professor discussion panels
- Write successful grant proposals and raise funds through corporate sponsorship and events
- Assisted with health education classes and community discussions in Costa Rican clinic; presented workshops on gender-related medical issues; managed day-to-day administration; assisted with minor medical procedures

**Waltham Volunteer Group**, Brandeis University, Waltham, MA  
*Companions to Elders Coordinator*

Aug 20xx-May 20xx

- Provided weekly companionship and activities for up to 50 elderly adults in Waltham
- Supervised 30 volunteers: organized training at nursing home, scheduled weekly visitations, arranged transportation
- Communicated with administrators, faculty, and peers to problem-solve challenging situations

**Department of Ear, Nose, Throat (ENT)**, Kasturba Hospital, Manipal, India  
*Clinical and Surgical Observer*

Jun-Jul 20xx

- Attended clinic teaching program given by the hospital's ENT department staff
- Observed procedures in outpatient department and surgeries including endoscopic sinus surgery and widefield total laryngectomy

## CAMPUS INVOLVEMENT

Brandeis Wind Ensemble (clarinetist)  
South Asian Culture Club (member)

Sept-May 20xx  
Aug 20xx-May 20xx